

INDIVIDUAL PRACTICES OF MAGISTRATE JUDGE LOIS BLOOM

United States District Court
Eastern District of New York
225 Cadman Plaza East
Brooklyn, NY 11201
718-613-2170

Unless otherwise ordered by Judge Bloom in a specific case, matters before Judge Bloom shall be conducted in accordance with the following practices:

1. Communications with Chambers

A. Letters - Except as provided below, communications with chambers shall be by letter, with copies simultaneously delivered to all parties. Copies of correspondence between parties shall not be sent to the Court. The Court will not consider any ex parte correspondence or documents, in other words, the Court will not consider any correspondence which has not been served upon the opposing party.

B. Telephone Calls - Telephone calls to chambers are permitted only in emergency situations requiring immediate attention. In such situations only, call chambers at (718) 613-2170. There shall be no ex parte telephone calls (i.e. without the other side on the line) to chambers, unless concerning the scheduling of matters or as otherwise permitted by these rules.

C. Faxes - Faxes to chambers are not permitted without prior authorization.

D. Interpreter Services - Litigants are advised that interpreter services are generally not provided by the Court in civil cases. If a party speaks a language other than English, the party must make their own arrangements to conduct their case in English. A party may bring an English-speaking friend or family member to court conferences. However, persons acting as interpreters must only translate what is said; they may not act as advocates for the party.

E. Requests for Adjournments or Extensions of Time - All requests for adjournments or extensions of time must be received in writing at least 48 hours before the scheduled conference and must state: 1) the original date, 2) the number of previous requests for adjournment or extension, 3) whether these previous requests were granted or denied, and 4) whether the opposing party consents, and, if not, the reasons given by the opposing party for refusing to consent. If the requested adjournment or extension affects any other scheduled dates, a proposed Revised Scheduling order must be attached. Extension requests must generally be made reasonably in advance of the deadline or date sought to be extended.

F. Change of Address - Parties shall keep the Court apprised of their current address and telephone number. If a party changes address, he/she shall immediately notify the Court and the opposing party in writing. If a party fails to keep the Court apprised of his/her current address, the case may be dismissed.

2. Motions

For discovery motions, follow Local Civil Rules 37.3 and 6.4. For dispositive motions, refer to the assigned district judge's individual rules. Courtesy copies of all motion papers, marked as such, shall be submitted to chambers. Unless prior permission has been granted, memoranda of law in support of and in opposition to motions are limited to 25 pages, and reply memoranda are limited to 10 pages.